

United States Department of Agriculture



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Transmitted Via Email

October 7, 2004

MINNESOTA BULLETIN NO. 120-5-3

SUBJECT: ADS – POSTERS FOR OFFICIAL BULLETIN BOARD

Purpose. To provide a list of posters for the official bulletin board.

Expiration Date. September 30, 2006.

The following attachment provides a listing of required items to be posted on the official bulletin board. Please review all posters in your office and request any missing items no later than November 1, 2004.

‘Federal Employees Know the Rules on Political Activity’ has been replaced with “The Hatch Act and Federal Employees”. Distribution of the new poster will be made under separate cover.

Vacancy Announcements are no longer required to be posted on the Official Bulletin Board but can be viewed at <http://www.usajobs.opm.gov/>.

“And Justice for All” AD-475A (3/98) and AD-475C (12/99) should be located in a predominant spot.

The E-File Poster, MR-1587 (7/22/03) should be located near the entrance of the building. “Rules and Regulations Governing Conduct on Federal Property (12/2002)” must also be posted near the entrance of our space.

A reminder that office hours are to be posted on our entrance door.

This list will be incorporated into the next 120 General Manual Amendment.

If you have any questions, please contact Laurie Otte, Management Services Specialist.

WILLIAM HUNT
State Conservationist

Attachment

DIST: AE